

BarnOwl invites you to a  
**Spotlight Session Event**



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**TOPIC:**

The BarnOwl Workshop module

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**Facilitator:** Jonathan Crisp

**Date:** 27 February 2025

**Time:** 09h00 - 10h30

Click [here](#) for Spotlight Session recording

# Agenda

1. Introduction
2. When to use the Workshop module versus RCSAs
3. Workshop key features
4. Workshop steps
5. Demo: creating, running and updating workshop results
6. In summary
7. Q&A
8. Closing - thank you for attending

Please note that this presentation and the Spotlight Teams recording will be made available on our website: <https://barnowl.co.za/barnowl-knowledge-base>

# When to use the Workshop module versus RCSAs

BarnOwl workshop module	Risk and Control Self-Assessment (RCSA) voting
Designed to operate in a workshop environment with all participants situated in a single venue (with or without keypad voting)	Designed for remote (online) voting
<p>Enables new risks and controls to be identified and captured during the workshop</p> <p>Enables new as well as existing risks and controls to be voted on in the workshop (using interactive keypad voting or consensus voting)</p>	<p>Does not allow a user to capture new risks or controls</p> <p>The user can only vote on risk and controls which already exist in the live risk register</p>
Operates online or offline (i.e. eliminates the need for network connectivity)	Operates online only (the voter needs to be connected to the organisation's network)
<p>Risk and control registers are updated in 'moderation mode', which means that the live registers are not updated directly</p> <p>The live registers are only updated once the administrator (facilitator) closes the workshop and accepts the results</p>	<p>Risk and control registers are updated in 'moderation mode', which means that the live registers are not updated directly</p> <p>The live registers are only updated once the administrator closes the vote and updates the results to the BarnOwl database</p>
<p>A BarnOwl desktop (rich) license is required for the facilitator / administrator to create and conduct a workshop</p> <p>Key pads (optional) can be procured or rented from a 3<sup>rd</sup> party provider, Participate (Pty) Limited</p>	<p>A BarnOwl desktop (rich) license is required for an administrator to create and send out votes to the relevant users (risk and control owners)</p> <p>RCSAs can be sent out to an unlimited number of users (risk and control owners) within your organisation without the users requiring a paid-for BarnOwl license. BarnOwl's open license is free to unlimited users within your organisation, enabling users to complete RCSAs, update their action plans, complete surveys &amp; questionnaires and capture key indicator values</p>

# BarnOwl Workshop Features

The BarnOwl workshop module is a highly effective way to facilitate interactive risk management workshops.

## Features include:

- **Configurable:** configure a workshop to suit your workshop requirements.
- **Import existing risks and / or identify new risks:** Import your existing registers and / or capture newly identified risks, contributing factors, controls and action plans.
- **Online or Offline:** Workshops can be conducted in online or offline mode. Offline mode eliminates reliance on network connectivity. Workshop (online or offline) results are captured in 'moderation mode' and do not update the live database directly.
- **Keypad voting (optional):** Participants can use keypads to vote interactively on risk and control ratings. Voting is anonymous. Keypads are sold / rented out separately by a 3<sup>rd</sup> party provider, Participate (Pty) Limited.
- **Graphical reporting:** The workshop module includes bar charts showing the number of participants per voting selection (anonymous voting), risk heat maps, bar charts comparing workshop voting results with the risk ratings in the live database etc.
- **Update workshop results to BarnOwl:** Following a workshop, the results can be reviewed, approved, and updated to the live BarnOwl database.

# BarnOwl Workshop Steps

- **Step 1:** Configure workshop (workshop facilitator)
- **Step 2:** Import current BarnOwl risk register/s into the workshop module (workshop facilitator)
- **Step 3:** Take the workshop offline (workshop facilitator)
- **Step 4:** Conduct the workshop (workshop facilitator with participants)
- **Step 5:** View workshop results (in the workshop)
- **Step 6:** Close the workshop, Accept / Reject workshop results and Save to the BarnOwl risk register
- **Step 7:** Synchronise the offline database back to the live database
- **Step 8:** View updated live risk register

# Step 1: Configure workshop (workshop facilitator)

Workshop Template Edit - Strategic Risk Workshop 202501

New... Edit Delete Start Workshop Save Close Save & Close Search

Main Objective Setup Risk Setup Control Setup Contributing Factor Setup Action Plan Setup Email Workflow

Workshop Template Details

Title: Strategic Risk Workshop 202501

Reference: SRW 202501

Originator: Manager, IA

Status: Active  Allow Vote Devices

Workshop Setup

Item Selection

- Include Objectives
- Include Risk
  - Include Controls
    - Include Control Action Plans
  - Include Risk Action Plans
  - Include Contributing Factors
    - Include CF Controls
      - Include CF Control Action Plans

Permission Setup

Activate: Manager, IA

Import: Manager, IA

Close: Manager, IA

Update To ERM: Manager, IA

Owners

Workshop Owner Title	Owner Type
Manager, IA	None



## Step 2: Import your current BarnOwl risk register/s into the workshop module (workshop facilitator)

Workshop Capture - Strategic Risk Workshop 202501 [ABC12]

New... Edit Delete **Import** Ready for Review Clear Data Clear Ratings Save Close Save & Close

Workshop Item Capture

Sort criteria  
Order by: <not set> <not set> Then by: <not set> <not set>

Select items to import

Unit Title	Reference
ABC12	
<input type="checkbox"/> Apply Objective Title	Reference
<input checked="" type="checkbox"/> Governance, Sustainability and Growth	
<input type="checkbox"/> Apply Risk Title	Reference
<input checked="" type="checkbox"/> Economic and Financial risks	SR05
<input checked="" type="checkbox"/> Market risk	SR01
<input type="checkbox"/> Apply Contributing Factor Title	Reference
<input checked="" type="checkbox"/> Changing consumer preferences	
<input checked="" type="checkbox"/> Competitor actions	
<input type="checkbox"/> Apply Control Title	Reference
<input checked="" type="checkbox"/> Monitor competitor actions	
<input type="checkbox"/> Apply Action Plan Title	Reference
<input checked="" type="checkbox"/> Key competitor analysis (SWOT)	
<input type="checkbox"/> Apply Risk Title	Reference
<input checked="" type="checkbox"/> Operational Misalignment	SR02
<input checked="" type="checkbox"/> Regulatory and Compliance risks	SR04
<input checked="" type="checkbox"/> Technological Risks	SR03

Include Ratings

# Step 3: Take the workshop offline (workshop facilitator)

BarnOwl Synchronisation Wizard

## BarnOwl Synchronisation Wizard

Select BarnOwl data source and destination.

Source to synchronise from

Source: **BarnOwl\_Evolution\_ABC**

Destination to synchronise to

Offline Database

Offline User with no data

Destination: **Offline**

Use previous synchronisation method

< Back Next > Close

BarnOwl Synchronisation Wizard

## BarnOwl Synchronisation Wizard

Select type of synchronisation.

Please select the type of synchronisation:

Internal Audit Project

Include Previous Project

Include previous audit project in synchronisation

Only include users related to this project in the synchronisation

Risk Management Unit

Include Templates

Include templates and process tree in synchronisation

Include compliance templates in synchronisation

Chat | Marlene Greyling | Microsoft Teams

< Back Next > Close



# Step 4a: Conduct the workshop (workshop facilitator with participants)

Workshop Capture - Strategic Risk Workshop 202501 [ABC12]

Workshop Item Capture

Objectives

Parent Item

Objective Title

Governance, Sustainability and Grow...

Sort criteria

Order by: Risk Reference ASC Then by: <not set> <not set>

		Risk Title	Risk Reference	RiskDescription	Risk Category	Risk Subcategory	Risk Owners	RI	RL	RR
		Market risk	SR01	• Changing Consumer Preferences:...	Strategic	Market		5.00	2.00	10.00
		Operational Misalignment	SR02	• Resource Allocation: Misallocation...	Strategic	Operational		4.00	1.00	4.00
		Technological Risks	SR03	• Digital Transformation Challenges:...	Strategic	Technological		4.00	3.00	12.00
		Regulatory and Compliance risks	SR04	• Policy Changes: New laws, regulati...	Strategic	Regulatory		4.00	4.00	16.00
		Economic and Financial risks	SR05	• Economic Downturns: Recessions...	Strategic	Financial		5.00	2.00	10.00
		Reputational Risk	SR06		Strategic	Reputation		0.00	0.00	0.00

If you are not using keypads, the workshop facilitator will discuss the risk ratings with the participants and based on consensus, will update the risk ratings directly in the workshop register.

# Step 4b: Vote on the risk (e.g. Market risk) using key pads (participants)

The screenshot shows the 'Workshop Vote' interface. At the top, there are controls for 'Vote Details' including a 'Stop' button and 'Receiving votes...' status. The Barnowl logo is prominently displayed. A 'Votes Received: 5' counter is highlighted in a red box. Below this, a 'Vote On Risk' section is titled 'Market risk'. The 'Description' area lists two bullet points: 'Changing Consumer Preferences: A failure to adapt to evolving customer needs or trends.' and 'Competitor Actions: New or existing competitors entering the market with disruptive products or services.' The 'Vote Options' table is shown below, and a 'Received Votes' section displays five unique serial codes: 00CC69, 00CC07, 00CB3E, 00CB75, and 00CC8B.

Option	Description
1	1.00 - Very Low Impacting
2	2.00 - Low Impact
3	3.00 - Medium Impact
4	4.00 - High Impact
5	5.00 - Very High Impact

Voting is anonymous. The workshop facilitator can 'Stop' the vote when all votes are received.

The serial code displayed on the screen coincides with the serial code on the back of each keypad device

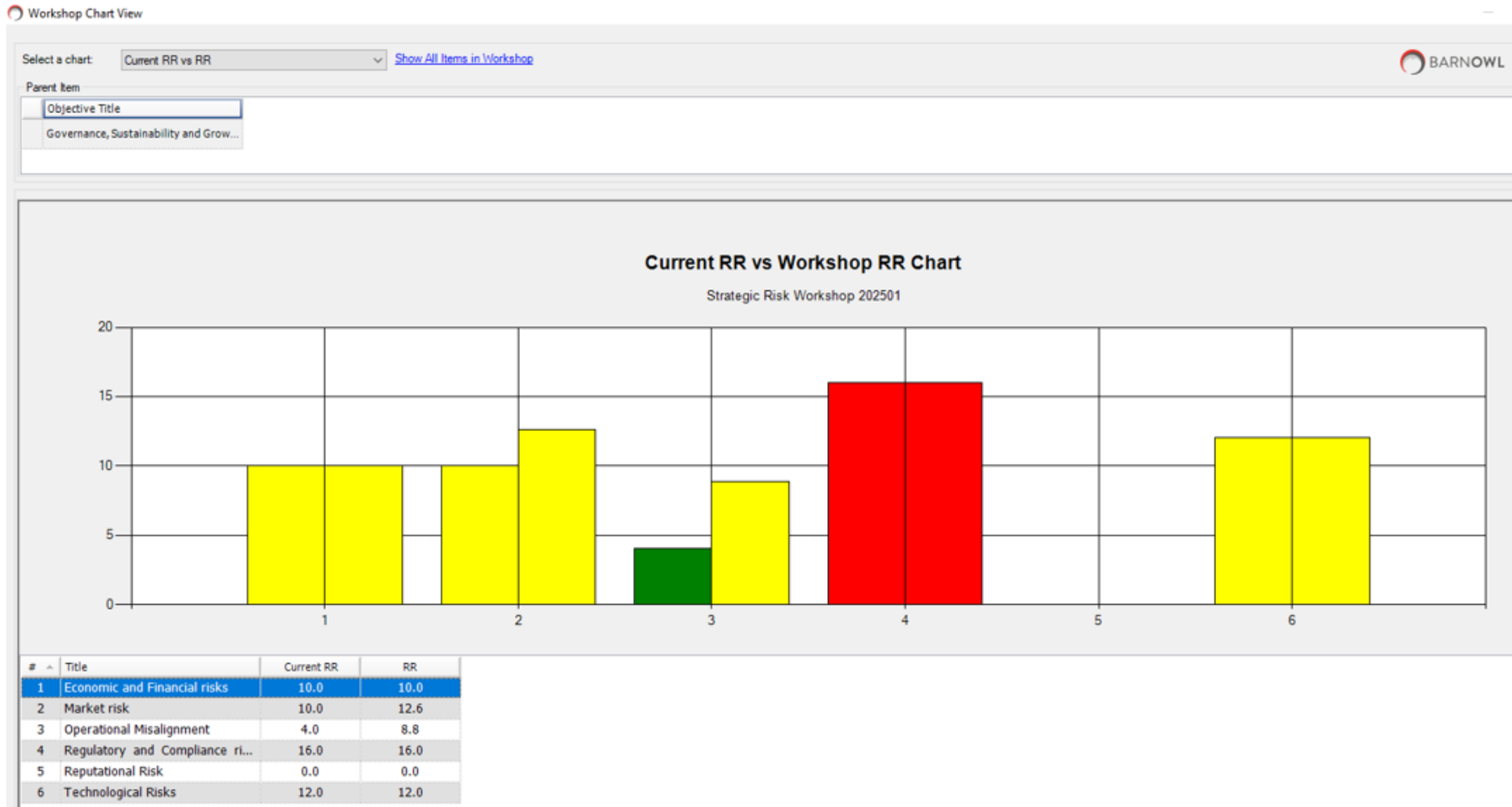
The screenshot shows the 'Workshop Vote' interface displaying the results. The 'Total Votes: 5' and 'Average Value: 4.20 - High Impact' are shown. The 'Vote Results Options' section has 'Average' selected. Below is a 'Workshop Vote Result Bar Chart' for 'Market risk'. The chart shows three bars: a red bar for option 3 (1 vote), a yellow bar for option 4 (2 votes), and a blue bar for option 5 (2 votes). A data table at the bottom summarizes the results.

#	Title	No. Votes
1	1.00 - Very Low Impac...	0.0
2	2.00 - Low Impact	0.0
3	3.00 - Medium Impact	1.0
4	4.00 - High Impact	2.0
5	5.00 - Very High Impact	2.0

The chart shows how many participants (vertical (y) axis) voted for each option (horizontal (x) axis).

The table at the bottom of the chart is a summary of how many participants voted what.

# Step 5: View workshop results (in the workshop)



This chart shows the difference between the residual risk ratings in the existing live database (current RR) versus what the rating now looks like after voting (RR).

# Step 6a: Close the workshop, Accept / Reject workshop results and Save the results to the BarnOwl risk register

Workshop Results View - Strategic Risk Workshop 202501

Refresh Expand Register Wrap Text Print Export Register Favourite View Show Filter RM Values Reports Charts Close Save Close

Drag a column header here to group by that column.

Objective Title	Risk Title	Risk Reference	RiskDescription	RiskCategory	Risk Subcategory	Risk Owners	RI	RL	RR
Governance, Sustainability and Growth	Market risk	SR01	• Changing Consumer Preferences: A...	Strategic	Market		4.20	3.00	12.60
	Contributing Factor Title								
	Changing consumer preferences								
	Competitor actions								
	Control Title	Control Effectiveness							
	Monitor competitor actions	Ineffective							
	Operational Misalignment	SR02	• Resource Allocation: Misallocation...	Strategic	Operational		3.40	2.60	8.84
	Technological Risks	SR03	• Digital Transformation Challenges:...	Strategic	Technological		4.00	3.00	12.00
	Regulatory and Compliance risks	SR04	• Policy Changes: New laws, regulati...	Strategic	Regulatory		4.00	4.00	16.00
	Economic and Financial risks	SR05	• Economic Downturns: Recessions o...	Strategic	Financial		5.00	2.00	10.00
	Reputational Risk	SR06		Strategic	Reputation		4.00	3.00	12.00
	Contributing Factor Title								
	Negative Publicity								
	Control Title	Control Effectiveness							
	External communication management	Ineffective							
	Action Plan Title	Action Plan Description	Status	% Compl...	Action Plan Owners	Start Date	End Date		
	Communication policy		Not Started	0.00	Manager, IA	22 Jan 2025	28 Feb 2025		

The red flag indicates which ratings have changed and the +(plus) or -(minus) shows which risks (and associated linked items) have been added or deleted.

# Step 6b: Workshop results report

Workshop Results View - Strategic Risk Workshop 202501

Refresh Expand Register Wrap Text Print Export Register Favourite View Show Filter RM Values **Reports** Charts Close Save Close

BarnOwl Evolution																		
Workshop Dashboard																		
Workshop Title:		SRW 202502_3																
Unit Path:		Root\ABC12																
Objectives			Risks									Contributing Factors		Contributing Factor Controls				
Objective Title	Risk Title	Risk Reference	Risk Description	Risk Category	Risk Subcategory	II	IL	IR	RI	RL	RR	Contributing Factor Title	Control Title	Control Effectiveness	Action Plan Title	Status	% Com	
Governance, Sustainability and Growth	Economic and Financial risks	SR01	• Economic Downturns: Recessions or macroeconomic instability. • Exchange Rate Fluctuations: Risks for organizations operating in multiple currencies. • Access to Capital: Challenges in raising funds for strategic initiatives.	Strategic	Financial	5.00	4.00	20.00	4.00	3.00	12.00				Put in effective economic policies to attract investment	Started	100	
	Market risk	SR02	• Changing Consumer Preferences: A failure to adapt to evolving customer needs or trends. • Competitor Actions: New or existing competitors entering the market	Strategic	Market	5.00	4.00	20.00	4.20	3.20	13.44	Changing consumer preferences	Market survey	(none)	Please conduct a market survey for consumers	Not Started	0.00	
												Competitor actions	Monitor competitor actions	ineffective	Key competitor analysis (SWOT)	Not Started	0.00	
	Operational Misalignment	SR03	• Resource Allocation: Misallocation of resources leading to inefficiencies or missed opportunities. • Supply Chain Disruptions: Inability to source materials or distribute products effectively. • Process Failures: Internal processes not aligned with strategic goals	Strategic	Operational	4.00	3.00	12.00	3.40	2.60	8.84							
	Regulatory and Compliance risks	SR04	• Policy Changes: New laws, regulations, or government policies that impact the organization. • Legal Challenges: Lawsuits or penalties arising from non-compliance. • Taxation Policies: Changes in tax codes or enforcement practices	Strategic	Regulatory	4.00	5.00	20.00	4.00	4.00	16.00							
	Reputational Risk	SR05		Strategic	Reputation	0.00	0.00	0.00	4.00	3.00	12.00	Negative Publicity	External communication management	ineffective	Communication policy	Not Started	0.00	
Technological Risks	SR06	• Digital Transformation Challenges: Difficulty adopting new technologies or integrating systems. • Cybersecurity Threats: Data breaches or other security vulnerabilities affecting strategy. • Obsolescence: Failing to keep up with rapid	Strategic	Technological	5.00	4.00	20.00	4.00	3.00	12.00								


# Step 7: Synchronise the offline database back to the live database

BarnOwl Synchronisation Wizard

## BarnOwl Synchronisation Wizard


Select BarnOwl data source and destination.

Source to synchronise from




Source: Offline


Destination to synchronise to




Online Database




Offline Database




File



Offline User with no data



Offline User with data



Password Recovery

Destination: BarnOwl\_Evolution\_ABC

Use previous synchronisation method


Include transaction logs from period: Please select a value

< Back   Next >   Close



BarnOwl Synchronisation Wizard

## BarnOwl Synchronisation Wizard

Synchronisation in progress.



Please wait... Synchronisation in progress...



22/01/2025 21:09:10 - Transaction for Reassessment\_History is not valid - SyncToServer = false

22/01/2025 21:09:10 - Transaction for ControlEffectiveness\_History is not valid - SyncToServer = false

22/01/2025 21:09:11 - Transaction for Risk\_History is not valid - SyncToServer = false

22/01/2025 21:09:11 - Transaction for RiskEx\_History is not valid - SyncToServer = false

Synchronisation Progress: 72%  
About 30 seconds remaining...

Close

# Step 8: View updated live risk register

BarnOwl ERM (Offline)

File Edit Create/Link View Reports My Favourite Reports Window Help

BarnOwl Dashboard - ABC12 Workshop Register - ABC12 Risk Register [Current] - ABC12

Lock Register Refresh Expand Register Wrap Text Print Export Register Favourite View Show Filter Close

Drag a column header here to group by that column.

Reference	Risk Title	Risk Category	Risk Subcategory	II	IL	IR	RI	RL	RR	Risk Response Decision
SR01	Market risk	Strategic	Market	5.00	4.00	20.00	4.20	3.00	12.60	
SR02	Operational Misalignment	Strategic	Operational	4.00	3.00	12.00	3.40	2.60	8.84	
SR03	Technological Risks	Strategic	Technological	4.00	4.00	16.00	4.00	3.00	12.00	
SR04	Regulatory and Compliance risks	Strategic	Regulatory	4.00	5.00	20.00	4.00	4.00	16.00	
SR05	Economic and Financial risks	Strategic	Financial	5.00	3.00	15.00	5.00	2.00	10.00	
SR06	Reputational Risk	Strategic	Reputation	0.00	0.00	0.00	4.00	3.00	12.00	

Contributing Factor Title

- Negative Publicity
  - Control Title
  - External communication management
    - Control Adequacy: (none)
    - Control Effectiveness: Ineffective
  - Action Plan Title
  - Communication policy
    - Action Plan Type: Control
    - Start Date: 22 January 2025
    - Due Date: 28 February 2025
    - Status: Not Started
    - Current Status Summary: P

## In summary

The BarnOwl workshop module is a highly effective way for facilitating interactive risk management workshops.

The workshop module enables the identification of new risks and controls, the rating of new and existing risks and controls using keypad voting and / or consensus voting.

A key feature is that the BarnOwl workshop module operates in an offline environment, eliminating key reliance on network connectivity.

<https://barnowl.co.za/barnowl-knowledge-base/knowledge-base-featured-main/tip-of-the-month-using-the-barnowl-workshop-module>

<https://barnowl.co.za/barnowl-knowledge-base/knowledge-base-featured-main/tip-of-the-month-version-11-embedding-risk-management-with-rccas>

<https://barnowl.co.za/barnowl-knowledge-base/knowledge-base-featured-main/barnowl-spotlight-session-power-bi-and-ssrs-standard-report-packs>

<https://barnowl.co.za/barnowl-knowledge-base/knowledge-base-featured-main/tip-of-the-month-internal-audit-dashboard-reporting>



# Conclusion

- Fully integrated risk, compliance and audit software (supports best practice frameworks such as KING IV, COSO, ISO31000, National Treasury Framework, GACP, IPPF 2024)
- Ease of use and practical (easy input, easy output, interactive workshop module)
- Totally flexible (rating models, audit programs, user defined fields)
- Supports uniformity and consistency (transversal risk templates, processes, audit programs)
- Exceptionally powerful reporting (flexible business intelligence dashboards, heat maps, drill down bar charts, pie charts, line charts (trends), compliance survey analysis, final audit reports (in MS Word) etc.)
- Cost effective (bundled modules, Rand based)
- Tried and tested (nationally and internationally)
- Leading edge technology (supports online and offline)
- Locally developed and supported
- Total peace of mind

# Thank You

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<https://barnowl.co.za/barnowl-knowledge-base/>



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